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SECURITY INFORMATION

2 February 1953

MEMORANDUM FOR: CHIEF, OFFICE OF TRAINING

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ATTENTION:

SUBJECT: Clerical and Administrative Courses

The Career Management Board of the Paramilitary Staff is currently reviewing the formal and specialized training received in the past by responsible administrative and clerical personnel of this Staff. It would be helpful, in order to improve the standards of our personnel in this category, if we could receive a listing of all of the courses given by your office which could be useful to further the career and efficiency of promising employees presently holding administrative and clerical positions in this Staff.

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Asst. Training Officer, OPOT/O&T

*Asst. Training Officer*

1507 R.

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NO CHANGE in Class.

DECLASSIFIED

Class. CHANGED TO: TS \$ 0

Auth: DDA Memo, 4 APR 77

Date: 270278 D.J.

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